

Topic: ID Card Operations	OPR: Military Personnel Division, ID Card/DEERS Office 380-2348/3100/6973 Supervisor: 5866
Reference: AFI 36-3026(I) dtd 17 June 2009; Directive Type Memorandum (DTM) 08-003 dtd 1 December 2008; Real Time Automation Processing ID Card System (RAPIDS)	
Procedure:	
<ul style="list-style-type: none"> • The Fort Irwin installation ID Card Facility verifies eligibility of all individuals for ID card privileges and entitlement in the Defense Eligibility Enrollment Reporting System (DEERS), issues the New Generation CAC Card and prepares ID Tags for Soldiers. • Issuance of Next Generation CAC Cards: All personnel must have a valid AKO email address prior to obtaining a CAC Card; all personnel requiring a new CAC Card must have two forms of ID. For a listing of authorized ID per the 1-9 list and other eligibility requirements, see our web page at http://www.irwin.army.mil/cmd_staff/Garrison/DHR/Pages/DEERSIDCards.aspx • Sponsors must accompany family members for initial issue or renewal of an ID card and also DEERS enrollment, unless the sponsor signs the DD Form 1172 (Application for Uniformed Services Identification Card/DEERS Enrollment) in the presence of a verifying official (VO) at the ID Card Section, the sponsor has his/her signature notarized on the DD Form 1172 or the family member has a valid power of attorney to sign the sponsor's name. If the family member has none of these, a 90 day temporary card may be issued until the sponsor's signature can be obtained for a permanent card. • Replacement cards can be issued up to 60 days prior to expiration date. • Lost CAC/ID Cards. CAC/ID cards are sensitive items and must be safeguarded at all times. If lost, National Security can be compromised and contains personal identity information, which puts you at risk for identity theft. 	
<p>(1) Soldiers in the rank of SSG (E-6) and below must provide a counseling statement (DA Form 4856) from their immediate supervisor. When a Soldier loses their CAC card for the second time, the Soldier must then provide a counseling statement from either the Commander or First Sergeant. The soldier must provide two forms of ID for identification purposes to the ID card facility.</p>	
<p>(2) Soldiers in the rank of SFC (E-7) or above must submit a sworn statement (DA Form 2823) to the ID Card facility stating the facts of the lost ID Card which must state when and where ID Card was last in the soldier's possession and location it may have been lost. When Soldiers in the rank of SFC (E7) or above lose their CAC card for the second time, they must provide a counseling statement (DA Form 4856) from the Commander or First Sergeant. The Soldier must provide two forms of ID for identification purposes to the ID card facility.</p>	
<p>(3) Civil Service and Contractor Personnel will be required to complete a Lost ID Card Statement provided by the ID facility at the time of application for reissuance of the ID card. In the event that a Civil Service /Contractor Personnel loses their ID card for a second time, they will be required to provide a memorandum for record from their Supervisor, stating the facts of the lost ID card, which must state when and where ID was last in the employee's possession and location it may have been lost.</p>	

Topic: ID Card Operations	OPR: Military Personnel Division, ID Card/DEERS Office 380-2348/3100/6973 Supervisor: 5866
Reference: AFI 36-3026(I) dtd 17 June 2009; Directive Type Memorandum (DTM) 08-003 dtd 1 December 2008; Real Time Automation Processing ID Card System (RAPIDS)	
<p>Procedure:</p> <ul style="list-style-type: none"> • The DEERS/RAPID monthly update (NOV/DEC 2008) interim guidance requires that Dependents (Spouse/Children) will complete a Lost ID Card Statement provided by the ID facility at the time of application for reissuance of the ID card. In the event that a dependent loses their ID card a second time, the Sponsor will be required to be counseled by their immediate supervisor. If ID card is lost for a third time, the Sponsor must then be counseled by their Commander or First Sergeant. • In-processing Soldiers must provide their current ID card and ID Tags to the ID card facility for verification. If Soldier is in possession of the old (Green) military ID card, it will be replaced by a CAC ID Card. • Background Vetting applies to both DOD/DA Civilian Personnel and Contractors: Proper security checks must be completed by the verifying/approving officials prior to approving applications for CAC Cards. At a minimum, verify that a 10 point FBI check has been completed without adverse comment and a NACI or equivalent has been initiated (SF85 or 85P completed and submitted to OMB). • All new civil service personnel must have a completed DD Form 1172-2, which has been validated by the proper verifying agency official (CPAC or other HR) with an acceptable DD FM 577 on file with the ID Card office, two forms of identification per the I-9 list and a valid AKO email address. Once an employee in-processes, CPAC will scan the employee packet to Ft. Huachuca the Regional Processing Office who will create a record in DCPDS, 24 hours after the employee is in DCPDS, their record will be in DEERS and a CAC can be issued. The process can take up to 7-10 working days. NOTE: Not until the supervisor can print an SF50 on the employee will there be a record in DEERS. • Contractor Personnel must have a record in the Contractor Verification System (CVS). Each contracting agency is required to have a certified Government Trusted Agent Security Manager (TASM), and an alternate TASM for their contractor employees. Upon certification, TASMs can appoint Trusted Agents (TA), who will create an application for a new contractor in CVS. Once the application has been submitted and approved by the TA within CVS, a service record is automatically created in DEERS. The contractor can then report to the nearest DEERS facility with two forms of Identification and a CAC will be issued. For questions on who your TASM is, contact the ID Card Section. The process to create and approve a contractor application and the contractor record to be in DEERS usually only takes 30 minutes. • Separating Soldiers must provide a copy of DD-214 Worksheet and current ID Card. The Separation date on DD Form 214 and ID card must be the same. If the dates do not match the separation orders, a new ID card will be issued with an expiration date the same as the separation date. Soldiers must also provide his or her family member(s) ID card before clearing papers are signed and Soldier is cleared from the ID Card Facility. 	

Topic: ID Card Operations	OPR: Military Personnel Division, ID Card/DEERS Office 380-2348/3100/6973 Supervisor: 5866
Reference: AFI 36-3026(I) dtd 17 June 2009; Directive Type Memorandum (DTM) 08-003 dtd 1 December 2008; Real Time Automation Processing ID Card System (RAPIDS)	
<p>Procedure:</p> <ul style="list-style-type: none"> • Civil Service Personnel transferring to another civil service position or on Leave Without Pay (LWOP) will keep their current ID Card. With validation of that status, the ID card facility will sign clearing sheet. Civil Service personnel leaving civil service must turn in their ID card to the ID card facility prior to signing of clearing sheet. • Contractor Personnel must turn in their ID card to the ID Card Facility or TASM/TA prior to clearing the Fort Irwin installation and prior to signing of clearing sheet. • Dependency Determinations: Eligibility for privileges depends on the status of the sponsor, separation date of the sponsor, relationship of family member to the sponsor, and is determined by Defense Finance and Accounting Office, Indianapolis, Indiana. AFD 36-3026 lists information pertinent to obtaining an ID card for family members that require a dependency determination. Soldier's who desire to process a request for dependency determination should visit their local ID card facility to obtain required forms (DD Form 137-3). Documents may be mailed to the following address: DFAS-PMTEAC/IN, 8899 E. 56th St., Indianapolis, IN 46249. Documents may also be submitted by fax to: 317-510-1084 or DSN 699-1084. Renewal cards may be requested 90 days prior to expiration and a temporary card may be issued pending approval action. Total processing time for initial request is approximately three (3) months from date of request. • Under Personnel Services Delivery Redesign (PSDR) 11th ACR Bldg 184, will issues all CAC Cards, ID Tags, and make any DEERS Updates not involving a family card issue. All Family member cards will be issued at the installation ID Card Facility. 	